

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE <b>J</b>		PAGE OF PAGES <b>1   24</b>	
2. AMENDMENT/MODIFICATION NO. <b>0003</b>		3. EFFECTIVE DATE <b>08-Oct-2015</b>		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)	
6. ISSUED BY NAVAL AIR SYSTEM COMMAND AIR 2.3.5.3 21936 BUNDY ROAD BLDG 442 PATUXENT RIVER MD 20670		CODE <b>N00019</b>		7. ADMINISTERED BY (If other than item 6)  <b>See Item 6</b>			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				<input checked="" type="checkbox"/> X		9A. AMENDMENT OF SOLICITATION NO. <b>N00019-15-R-5500</b>	
				<input checked="" type="checkbox"/> X		9B. DATED (SEE ITEM 11) <b>01-Sep-2015</b>	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended.  Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
<b>12. ACCOUNTING AND APPROPRIATION DATA (If required)</b>							
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
<b>14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)</b>  The purpose of this amendment is to: Extend the proposal receipt date to 12:00 noon local time 19 Oct 2015 on RFP page 1, and to revise Section L, Part B, 5.0 a.  Offerors are requested to insert "270" in Block 12 on page 1 of the solicitation.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR  _____ (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA  BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED  <b>08-Oct-2015</b>	

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

## SECTION A - SOLICITATION/CONTRACT FORM

The required response date/time has changed from 15-Oct-2015 04:30 PM to 19-Oct-2015 12:00 PM.

## SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

The following have been modified:

LA-1 UPDATEDLA-1**PART A GENERAL INSTRUCTIONS****1.0 GENERAL**

Offerors are required to submit sufficient information concerning all evaluation factors to enable Government personnel to fully assess the capabilities of the Offeror to perform all requirements. The proposal must be sufficient in detail and scope to enable evaluation and provide the evaluators a clear understanding of the Offeror's approach, expertise, experience and capability as required by the solicitation. All proposals must clearly and convincingly demonstrate that the Offeror has a thorough understanding of all requirements and associated risks; is able, willing, and competent to devote the resources necessary to meet all requirements; and has valid and practical solutions for all requirements and potential risk areas. The Offeror shall not alter or rearrange the solicitation. The burden of proof for all substantiation within the proposal rests with the Offeror. Offerors are advised that the Government may incorporate any part of the Offeror's proposal deemed beneficial to the Government, into the final contract. With the exception of Annex B (Small Business Subcontracting Plan), Volume 4 Price, and Volume 5 Contract Administration, no price should appear in any other volume. Alternate proposals are not acceptable.

In presenting material in the proposal, the Offeror is advised that quality of information is more important than quantity. Clarity, brevity, and logical organization should be emphasized during proposal preparation. It is the responsibility of the Offeror to present enough information to allow the Government to evaluate the various work efforts, support, and management approaches, as well as price. Unsubstantiated statements that the prospective Offeror understands, can or will comply with the specifications, or paraphrasing the requirements or parts thereof are considered inadequate and may render a rating of unacceptable.

The Offeror shall include any data necessary to illustrate the adequacy of the various assumptions, approaches, and solutions to problems. There is no need to repeat information in more than one volume. The detailed information must be included in the most logical place and summarized and referenced in other areas if an overlap exists. Do not provide elaborate brochures or other presentation material beyond that sufficient to present a complete and effective proposal.

Throughout these instructions, "Offeror" is defined as the prime contractor with its CAGE code identified in Block 15A on Standard Form (SF)-33, Solicitation, Offer, and Award. "Principal Subcontractors" are defined as a subcontractor who provides at least 25% of the proposed total cost/price for the contract, excluding pass through charges. A "Joint Venture" (JV) is a partnership or teaming arrangement that is formed for the purpose of responding to this solicitation when the prime contractor consists of more than one legal entity. "JV Team Members" are the entities that make up a Joint Venture. The term "entity" is used to mean any or all of the following: Prime, principal subcontractor, JV, and/or each JV team member or other subcontractor.

## **2.0 PROPOSAL FORMAT AND SUBMISSION**

Proposals must be formatted using a Times New Roman 12 point normal font (no reduction permitted), single-spaced with 1-inch margins all around, and formatted for/printed on standard 8.5 x 11 inch paper. All pages should be numbered with volume, paragraph, and page numbers. When fold-out pages are used, they must not exceed 11 x 17 inches and will be counted as 1 page. Drawings may be provided separately and may be any size but should be folded to approximately 8.5 x 11 inch standard size and will count as 1 page. If the Offeror uses graphs to convey information the graphs must show enough detail to easily discern the information described. Graphs and tables shall be presented in no smaller than a 10pt font. Graphs should contain a grid, which allows values to be read directly from the graph to the same detail that a 10 x 10 to the ½ inch grid provides. Graphic resolution should be consistent with the purpose of the data presented. Text utilized in charts, figures, and graphics shall also be no smaller than a 10pt font and may use a font type selected by the Offeror. Each volume, book, or annex shall be provided separately in a 3-ring binder. The binders should be of an appropriate thickness for the number of pages it contains (e.g., a 30-page book shall not be placed in a 2-inch binder).

### **2.1 Electronic Submission of Proposal**

This section is intended to provide information to the Offeror on the electronic format and application software to be used for submitting proposals. Use of the software and procedures described in this section will reduce the amount of time and effort needed to receive and install proposals onto the electronic evaluation system, and will ensure that the proposals received are suitable for reading electronically.

#### **2.1.1 Electronic Proposal Media**

The Offeror should submit all volumes of its proposal electronically on CD-ROM(s) compatible with the operating system and applications defined in Section 2.1.2 below. The Offeror should put as much proposal material as possible on each CD-ROM, keeping the portions of the proposal that contain pricing information on separate CD-ROM(s) from the portions of the proposal that do not contain pricing information. For this solicitation, Annex B (Small Business Subcontracting Plan); Volume 4 Price; and Volume 5 Contract Administration contain price information and should be delivered on separate CD-ROM(s) from the remainder of the proposal. The Offeror should submit two sets of CD-ROMs that contain its proposal. One set of CD-ROMs should be marked "Master," the other should be marked "Back-Up." Both sets of CD-ROMs should be clearly marked with the Offeror's name and address, the point of contact's name and phone number, and proposal volumes contained therein. The Offeror is responsible for ensuring electronic proposals are virus free in accordance with Section 2.1.4. If a discrepancy exists between the original paper copy of the proposal and the CD-ROM copy, the original electronic copy shall take precedence.

#### **2.1.2 Operating System and Applications**

The proposals will be accessed utilizing the Microsoft Windows 7 Operating System. The Offeror shall submit two separate electronic versions containing identical proposal information: one version in Portable Document Format (.pdf) and one version in Microsoft Office 2010 Applications (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Project). The .pdf document must be fully searchable. The Offeror is responsible for ensuring that the .pdf and the appropriate Microsoft Office 2010 applications versions contain identical information. The Government shall have the discretion to use the information in either version, and shall not be responsible for any differences in content between the two proposal formats submitted by the Offeror. Use of other application software for submission of proposals is prohibited except where specific instructions for non-PDF or Office 2010 applications are provided.

#### **2.1.3 Hyperlinks**

Offerors may use hyperlinks within and among proposal volumes that do not include price information. However, there shall be no links from any other volume into Annex B (Small Business Subcontracting Plan), Volume 4 Price, and Volume 5 Contract Administration or any portion of the proposal that contains price information.

#### **2.1.4 Virus Free Electronic Submission**

Offerors are responsible for ensuring that its electronic proposal is virus free. The Offeror shall certify, in its proposal cover letter, that all electronic proposal information has been checked for viruses, and specify the software, version, and virus definition used to check the data. With each subsequent submission of proposal information (e.g.,

responses to Evaluation Notices, Final Proposal Revisions, etc.), the Offeror shall ensure and certify that its files are virus free.

### 2.1.5 Multimedia

The Offeror should not embed sound or video (e.g., MPEG) files within the proposal submission.

### 2.1.6 Graphics

Large files require greater computer system resources and are discouraged. The Offeror is encouraged to:

- Simplify the color palette used in creating figures;
- Minimize size of graphics files; and
- Avoid scanned images.

### 2.1.7 File Naming Conventions

There is no limit to the number of electronic files that may be submitted. However, it is preferable that each volume, book, or annex not be broken up into multiple electronic files. Valid extensions for files using their associated applications follow:

Type of Application/Files	Valid Extensions
Portable Document Files	.pdf
Microsoft Word documents	.docx
Microsoft Excel documents	.xlsx
Microsoft Power Point	.pptx
Microsoft Project	.mpp

Files should have the following naming convention ("#" represents the sequential numbering of files and the suffix is for illustration, and may be .pdf, .docx, .xlsx, .pptx, or .mpp). For electronic file submissions (e.g., proposal volumes, annexes, appendices, enclosures) the Offeror should follow the basic structure of the file naming convention suggested in Table G-1 "Offeror Electronic File Naming Convention". Offeror's shall keep the electronic file name as short as possible (under 40 characters) so that it is accessible on Government share drives. The Offeror shall ensure that the electronically submitted file names are directly traceable to hard copy submittals. In general, the Offeror should provide each binder (e.g., volume, book, or annex) as one separate file (i.e., do not provide each section/paragraph as separate files).

Table G-1 Offeror Electronic File Naming Convention

Volume Number	Title	File naming convention
1	<b>Executive Summary</b>	Vol 1 ES#.pdf and Vol 1 ES#.docx
	Table ES-1 Offeror Summary Table ES-2 Relevant Contract Summary	Vol 1 ES Tables.xlsx and Vol 1 ES Tables.pdf
2	<b>Technical</b>	Vol 2 Tech#.pdf and Vol 2 Tech#.docx
	Cross Reference Matrix	Vol 2 CRM.xlsx and Vol 2 CRM.pdf
	Site Manning Estimate	Vol 2 Site Manning.xlsx and Vol 2 Site Manning.pdf
	POA&M	POAM.xlsx or POAM.mpp, and POAM.pdf

3	<b>Past Performance</b>	Vol 3 PP#.pdf and Vol 3 PP#.docx
	Past Performance Questionnaires	Vol 3 PPQ#.docx and Vol 3 PPQ#.pdf
	Release of Adverse Past Performance Authorization Letters; and/or Past Performance Point of Contact Information for Subcontractors and Joint Venture Team Members	Rel Ad PP Ltr#.pdf and Rel Ad PP Ltr #.docx; and/or PP POC Info#.pdf and PP POC Info#.docx
4	<b>Price</b>	Vol 4 Price#.pdf and Vol 4 Price#.docx
	Price Matrix	Vol 4 PMatrix.xlsx and Vol 4 PMatrix.pdf
	Aircraft Modifications/Spares and Travel and Material	Vol 4 AMSTM.xlsx and Vol 4 AMSTM.pdf
5	<b>Contract Administration</b>	Vol 5 CA#.pdf and Vol 5 CA#.docx
	<b>Annexes</b>	
Annex A	Relevant Portions of Final Versions of Previous SOW/PWSs for Past Performance* *Please note: Provide in electronic format only. The Offeror should provide both a .pdf and .docx version if they are available. If not, a .pdf version only is acceptable.	AnnA RelSOW PWSs#.pdf and AnnA Rel SOW PWSs #.docx
Annex B	Small Business Subcontracting Plan	AnnB SBSP.pdf and AnnB SBSP.docx
Annex C	Attachment L-3, Experience	AnnC Exp.pdf and AnnC Exp.xlsx
Annex D	Attachment L-5, Past Performance Contract Data	AnnD PP-1 PP Con Data.pdf and Vol 3 PP-1 PP Con Data.xlsx

### 3.0 PROPOSAL CONTENT AND VOLUMES

The Offeror must present its proposal information in a manner that facilitates a one for one comparison between the information presented and Section L proposal instructions. Proposal information must be structured such that its paragraph numbers/letters correspond to the proposal instructions paragraph numbers/letters, although the Offeror may add lower tier sub paragraphs.

In addition to the electronic copies requested in paragraph, 2.1, “Electronic Submission of Proposals,” each volume, book, and annex of the proposal shall be submitted as an original and additional paper copies as specified in Table G-2 Proposal Structure. The Offeror shall submit all paper and electronic copies of the proposal to the address provided in section 4.0. Suggested page counts for each volume, if any, are also specified in Table G-2 Proposal Structure (title and table of contents pages are not included in the suggested page count). Annexes do not have suggested page counts.

Information submitted as an Annex to a particular proposal volume could include manuals, specifications, plans, procedures, and company policies, as well as other information requested in “Part B Specific Instructions” and do not count towards the suggested page count. Additionally, the individual subcontracting reports for the past performance volume are not included in the suggested page count.

**Table G-2 Proposal Structure**

<b>Volume Number</b>	<b>Volume Title</b>	<b>Suggested Pages</b>	<b>Paper Copies Required</b>
1	Executive Summary	10	1 Original/3 Copies
2	Technical	60	1 Original/1 Copy
3	Past Performance	45	1 Original/1 Copy
4	Price	As Needed	1 Original/1 Copy
5	Contract Administration	As Needed	1 Original/1 Copy
Annex A	Relevant Portions of Final Versions of Previous SOW/PWSs for Past Performance	As Needed	***Electronic Copies Only***
Annex B	Small Business Subcontracting Plan	As Needed	1 Original/1 Copy
Annex C	Attachment L-3, Experience	As Needed	1 Original/1 Copy
Annex D	Attachment L-5, Past Performance Contract Data	As Needed	1 Original/1 Copy

Each binder must contain the following information using tabs and dividers:

- a. Cover and title page;
- b. Title of proposal and proposal number as applicable;
- c. Offeror's name, address and POC;
- d. Solicitation number;
- e. Proposal volume/book/annex number;
- f. Copy number; and
- g. Table of Contents (The table of contents must provide sufficient detail to easily locate important elements). At a minimum it must include the paragraphs identified in the CRM.

The following Table G-3 lists the attachments provided to the Offeror with Section L, to assist with proposal development.

**Table G-3 Section L List of Attachments**

Attachment Number	Electronic File Title	Attachment Name
L-1	Att L-1_ES_Tables.xlsx	Table ES-1 Offeror Summary and Table ES-2 Relevant Contract Summary
L-2	Att L-2_Site Manning Estimate.xlsx	Site Manning Estimate
L-3	Att L-3 Experience.xlsx	Experience
L-4	Att L-4_PPQ.docx	Past Performance Questionnaire
L-5	Att L-5_PP-1_PP_Cont_Data.xlsx	Table PP-1 Past Performance Contract Data
L-6	Att L-6 Price Matrix.xlsx	Price Matrix
L-7	Att L-7 AC Mods_Spares and Travel & Matl	Aircraft Modifications/Spares and Travel and Material

#### **4.0 PROPOSAL PACKAGING AND SUBMISSION:**

##### **4.1 Unclassified Data**

Clearly mark all packages with the solicitation number. The submission date for all volumes of the proposal shall be no later than the date and time specified in Block 9 of Standard Form 33 of the solicitation. However, it is requested that one hard copy and one electronic copy on a CD-ROM of Volume 3 Past Performance, Table PP-1 (Past Performance Contract Data); as well as Volume 1 Executive Summary, Table ES-1 (Offeror Summary) and Table ES-2 (Relevant Contract Summary) be submitted three weeks prior to the submission date and time specified on Standard Form 33 (Block 9).

In the official proposal submission, please indicate any changes made to the information delivered three weeks early in the submission provided on the date and time specified in Block 9 of Standard Form 33 of the solicitation. If no changes are made, please state so at the beginning of Volume 1 Executive Summary and Volume 4 Past Performance.

Method of delivery, such as by hand, United States Postal Service or commercial carrier, shall be coordinated with Phillip Smith, PCO, at (301) 757-5928 or [phillip.smith@navy.mil](mailto:phillip.smith@navy.mil), or Ms. Lynn Kaniss, Contract Specialist, (301) 757-5927 or [lynn.kaniss@navy.mil](mailto:lynn.kaniss@navy.mil). Proposals shall be submitted using the address provided below. Initial and Final Proposals shall not be submitted by facsimile or electronically via email.

Naval Air Systems Command  
Code: AIR- 2.3.5.3  
(Attn: Phillip Smith / Lynn Kaniss)  
21936 Bundy Road  
BLDG 442  
Patuxent River, MD 20670-1547  
Solicitation Number: N00019-15-R-5500

##### **4.2 Proposal Packaging:**

###### **A. Unclassified Packaging**

The Offerors shall package the proposal volumes in cartons or equivalent packaging containers in the most efficient manner possible, grouping like volumes to the maximum extent possible. Each box should identify its contents by including a packing slip detailing each volume/book number and title, and copy number. Each carton should be double wrapped. The outside of the carton should be plain and the inside carton shall be stamped or marked — “For Official Use Only”; and “Source Selection Information – See FAR-2.101 and 3.104”, marked for the intended recipient as identified below, and should only contain those proposals intended for that person. The master set of proposals and set No. 1 copy will be marked for Phillip Smith, NAVAIR PCO, AIR-2.3.5.3, and Ms. Lynn Kaniss, NAVAIR Contract Specialist AIR-2.3.5.2.3. The Master Set shall include all original proposal volumes, all proposal volumes on CD-ROM, a completed and original signed Standard Form 33; acknowledgement of all solicitation amendments, if applicable; and Representations, Certifications and Other Statements of Offerors or Respondents (Section K of this RFP) and other applicable fill-ins in Volume 5. Note: Any documents which contain price data shall be on a separate CD-ROM(s) from the other CD-ROMs.

#### **5.0 CHANGES TO SOLICITATION**

All amendments to this solicitation will be posted at <https://www.fbo.gov/>

Search the database for the solicitation number N00019-15-R-5500

#### **6.0 TECHNICAL LIBRARY**



A Technical Library of information directly related to the requirements of N00019-15-R-5500 solicitation will be available, on CD-ROM, to all Offerors intending to propose as a prime.

To obtain a copy of the CD-ROM, please coordinate with Phillip Smith, PCO, at (301) 757-5928 or [phillip.smith@navy.mil](mailto:phillip.smith@navy.mil), or Ms. Lynn Kaniss, Contract Specialist, at (301) 757-5927 or [lynn.kaniss@navy.mil](mailto:lynn.kaniss@navy.mil). Requestors shall be required to provide a point of contact and the mailing address.

**PART B SPECIFIC INSTRUCTIONS****1.0 VOLUME 1 – EXECUTIVE SUMMARY**

Note: This volume shall not contain any reference to price aspects of the offer.

The following is a list of Section L Attachments that the Offeror shall utilize to provide information for this volume:

Attachment L-1                      Executive Summary Tables

The purpose of the Executive Summary is to provide the Government with an overview of the Offeror's entire proposal, excluding price. Each section within the Executive Summary shall contain the salient points contained in each of the proposal volumes. In addition, this volume should be used by the Offeror to identify and highlight significant features of its proposal. The Executive Summary volume should be divided into the areas outlined below:

a. Offeror Summary Table

- (1) The Offeror shall complete Table ES-1 (Offeror Summary), provided in Attachment L-1 (Executive Summary Tables), according to the instructions within the attachment, and submit it within this section and as a separate electronic file. This table summarizes the Offeror and its subcontractors and JV Team Members' roles and responsibilities as well as their work commitment.
- (2) The Offeror shall provide a written explanation if multiple CAGE codes/DUNS for the same administrative place of performance are provided in Table ES-1 (Offeror Summary). The written explanation shall detail the distinct roles and responsibilities for entities with different CAGE codes/DUNS at the same administrative place of performance. The description shall include all changes in the organization as a result of a corporate acquisition, reorganization, merger, or other administrative reason.

ES-1 Offeror Summary Table

<b>Offeror:</b>			
<b>Contractor Name</b>	<b>CAGE Codes/DUNS</b>	<b>Roles and Responsibilities with Work Description</b>	<b>% of Total Proposed Cost/Price</b>
<b>Total Proposed Price (must add up to 100%)</b>			<b>100%</b>

b. Relevant Contract Summary Table

The Offeror shall complete the Table ES-2 (Relevant Contract Summary) provided in Attachment L-1 (Executive Summary Tables), for all contracts proposed as relevant for Past Performance for the Prime, principal subcontractors, and JV team members. The Offeror shall complete the table according to the instructions within the attachment and submit it within this section and as a separate electronic file. The contract references designated in Table ES-2 (Relevant Contract Summary) shall be used in completing and Volume 3 Table PP-1 (Past Performance Contract Data) (i.e., the contract identified as P1 in the Relevant Contract Summary Table should be the same P1 contract identified in Past Performance);

ES-2 Relevant Contract Summary Table

<b>Offeror:</b>				
<b>Contractor Name</b>	<b>Contract Reference</b>	<b>Contract Number</b>	<b>Contract Type</b>	<b>Contract Title</b>
Prime or Joint Venture Company	P1			
	P2			
	P3			
JV team member A (where applicable)	T1			
	T2			
	T3			
	T4			
JV team member N (where applicable)	T5			
Subcontractor A	S1			
	S2			
	S3			
Subcontractor B	S4			
	S5			
Subcontractor N	S6			

## c. Technical

The Offeror shall provide a summary of the effort and identify how its approach addresses the requirements of this solicitation as well as the salient features of the Offeror's management approach;

## d. Past Performance

The Offeror shall provide a summary of the Prime's, principal subcontractors', and JV team members' past performance and systemic improvements which pertains to the tasks required by this solicitation;

## e. Contract Administration

The Offeror shall provide a summary of any exceptions or deviations addressed in Volume 5 Contract Administration.

## 2.0 VOLUME 2 - TECHNICAL

**Note: This volume shall not contain any reference to price aspects of the offer.**

The following is a list of Section L Attachments that the Offeror shall utilize to provide information for this volume:

Attachment	L-2	Site Manning Estimate
	L-3	Experience

Throughout the Technical Volume, the Offeror should identify any proposed capability, approach or feature that exceeds a requirement or provides merit associated with a performance or operational benefit to the Government. The Offeror should also identify proposed capability, approach or feature that reduces risk inherent in the program. Specifically, the Offeror shall explain the benefits to the Government in technical terms and the degree of impact it will have to performance, operations and/or risk. Offerors are advised that any offer to exceed a requirement, or to provide a feature with performance and/or operational benefits, may be included in the resulting applicable Task Order within the proposed price.

A Cross Reference Matrix (CRM), Table T-1, is included to help the Offeror develop its proposal and to ensure traceability of Section L paragraphs to the requirements. The Offeror's CRM should be identical to the one provided, but include an additional column for Offeror proposal references. For example, the Offeror's CRM may cross-reference its proposal volumes, paragraph numbers, and pages to specific solicitation requirements identified within the table, as well as other parts of the proposal that contain relevant information.

**Table T-1 Cross Reference Matrix**

<b>Section L – Proposal Instructions Volume or Paragraph Numbers</b>	<b>Section L - Proposal Instructions Volume or Paragraph Title</b>	<b>RFP Section M</b>	<b>PWS</b>	<b>CLIN</b>	<b>Offeror Proposal Section (e.g., Vol, page, etc.)</b>
<b>Volume 2</b>	<b>Technical</b>				
<b>2.1</b>	<b>Management Support Approach</b>	II A	3.2, 3.11.2, 3.13.1, 4.1, 5.1.6, Appendix C	0001, 0X13-0X21	
<b>2.2</b>	<b>Site Manning</b>	II A	1.3 Table 1, 3.2, 5.1.13, Appendix A	0X13-0X21	
<b>2.3</b>	<b>Management Information System</b>	II A	3.12	0X13-0X21	
<b>2.4</b>	<b>Transition Phase-In</b>	II A	4.0	0001	
<b>2.5</b>	<b>Mission Capable/Readiness Approach</b>	II A	5.1, Appendix D	0X13-0X21	
<b>2.6</b>	<b>Experience</b>	II A	In support of all paragraphs	N/A	

<b>2.7</b>	<b>Small Business Management</b>	II A	N/A	N/A	
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No price information (e.g., Dollar Values and/or Hourly Rates) shall be included in any volume other than Annex B (Small Business Subcontracting Plan), Volume 4 Price, and Volume 5 Contract Administration.

## **2.1 Management Support Approach:**

- a. The Offeror shall provide an Organizational Chart that clearly reflects the incorporation of the C-12 Utility Lift (UL) program within the structure of the corporate organization. The Offeror shall describe its plan to meet the requirements for the four critical job positions in Appendix C of the PWS. The Offeror is advised to not submit resumes as the Government will not evaluate resumes.
- b. The Offeror shall describe its approach to maintaining workforce proficiency and expertise; including how the Offeror will ensure its personnel are kept current with aircraft system modifications or upgrades. Describe how and when training requirements and certifications will be met and kept current.

## **2.2 Site Manning:**

The Offeror shall complete Attachment L-2 to provide its proposed Site Manning Estimate in MS Excel format, specifying the number of A&P mechanics (to include the Site Lead Mechanic) to be assigned to each operating site identified. The Offeror shall submit the completed Attachment L-2 as a separate electronic file. Explain the methodology used to determine proposed manning/staffing including how any shared resources will be allocated. Identify and provide substantiating data (i.e., historical data) for any standards used, and describe any adjustments to the standards used or any process efficiencies that were applied. General statements such as “estimates were derived from engineering judgment” or “estimates were derived from comparison with similar services” are not acceptable substantiation unless the details of the analysis are provided.

## **2.3 Management Information System:**

Describe the Offeror’s Management Information System (MIS). Explain the actions that will take place to ensure the MIS is fully capable of supporting maintenance operations on the first day after the transition period ends. Describe how data will be collected and used to track and forecast maintenance and inventory requirements. Describe how completed maintenance actions will be reported and tracked. Describe how the Government will gain access to maintenance information. Describe how the Offeror’s MIS will interface worldwide parts distribution, material management and stock control, repair requirements and supply chain management. In describing the system, identify its ability to generate timely, reliable and accurate management information. Demonstrate the system’s capability by providing sample reports to be generated from the system. Describe the process and frequency of data updates; the process for ensuring data accuracy; how the system software is updated or upgraded; and the method of data recovery and redundancy.

## **2.4 Transition Phase-In:**

- a. Provide a detailed Plan of Action and Milestones (POA&M), pictorially with supporting information as necessary, for beginning performance in accordance with the requirements of PWS Section 4, including the critical tasks and timelines needed to ensure a smooth and phased transition into full performance. The Offeror’s POA&M shall include a detailed time-phased plan that indicates project management and site manning during transition with the eventual "ramp-up" to achieve full site manning levels and performance. The POA&M shall include the development of work instructions, procedures, and planning documents.
- b. Describe the Offeror’s approach to seamlessly continue mission support requirements. Identify the major challenges with regard to start-up and provide an approach to mitigate risks, including method for incorporation of lessons learned from previous site transition(s).

**2.5 Mission Capable/Readiness Approach:**

Describe the Offeror's strategy for maintaining the minimum 80% Mission Capable rate for each aircraft for every month. In describing its strategy, the Offeror shall include its approach for managing limited stock inventory of parts and material, including shipment and storage. The Offeror shall also describe its approach for meeting the 80% requirement for site operations that include multiple detachments and flying hour variances up to 25% of the site's total established monthly flying hour estimates.

**2.6 Experience:**

The Offeror shall demonstrate the degree to which its previous experience is similar to this solicitation, particularly with respect to performing aircraft maintenance and flight operations on commercial derivative aircraft similar to C-12 type aircraft in an OCONUS/CONUS environment at multiple sites.

The Offeror shall only reference the contracts submitted for the Past Performance evaluation to demonstrate its experience. Complete Section L Attachment L-3, Experience for each reference contract specified in Table ES-2 and submit as Annex C. In this Section, the Offeror shall describe its experience, specifically citing the contract reference(s) which demonstrates its experience in: management of multi-site; Contractor Logistics Support including acting as the prime contractor; and providing Program Management and Subcontractor Management for similar type of work, scope of effort and complexity with respect to the solicitation. Additionally, the Offeror shall describe any long-term support agreements with proposed principal subcontractors.

No information on individual employee experience of the prime contractor, principal subcontractors, and other principal entities should be submitted as part of this proposal (i.e., resumes); this information will not be considered in this experience evaluation. If proposing as a JV team, Offerors should include the experience of the JV as a whole, as well as the experience for each JV team member.

**2.7 Small Business Management:**

a. Small Business (SB) Utilization Strategy. All Offerors (Large and Small Businesses) shall address their strategies for utilizing SB Concerns in the performance of this contract, whether as a joint venture, teaming arrangement or subcontractor. SB Offerors may meet this requirement using work they perform themselves. For purposes of this solicitation, the term SB Concern shall also include the subcategories of Veteran-Owned Small Business (VOSB), Service-Disabled Veteran-Owned Small Business (SDVOSB), HUBZone Small Business (HUBZone), Small Disadvantaged Business (SDB), and Women-Owned Small Business (WOSB). Each subcategory of SB shall be addressed. This strategy is separate from, but shall be consistent with, the SB Subcontracting Plan, if such a Plan is required. In describing its SB Utilization Strategy for this solicitation, the Offeror shall, as applicable:

- (1) Describe its approach to identifying SB Concerns;
- (2) Describe the extent of participation of SB Concerns on this contract, including a detailed description of the supplies and services for each SB Concern subcategory, and the complexity and variety of the work SB Concerns are to perform. For each SB Concern specifically identified in the proposal, provide the SB Concern's CAGE Code, or, if the SB Concern is not registered in the System for Award Management (SAM), at a minimum provide evidence of self-certification in accordance with FAR 19.703(b) as an SB Concern. Where possible, provide documentation regarding enforceable commitments to utilize each SB Concern.
- (3) Identify processes to correct inability to meet proposed goals with corresponding improvements that will be used on this contract;
- (4) Describe its specific efforts and new, contract-specific initiatives to ensure the resulting contract meets or exceeds proposed goals. These efforts shall include, but are not limited to: sponsoring program specific outreach events and industry conferences, establishing Mentor-Protégé relationships and market research using websites such as the NAVAIR Office of Small Business Programs website (<http://www.navair.navy.mil/osbp>) to locate small business concerns; and

- (5) Demonstrate (Large Businesses only) that its SB Utilization Strategy is consistent with its SB Subcontracting Plan. If the Offeror is a participant in the DoD Comprehensive Subcontracting Test Program specified in DFARS 219.7, or if the Offeror submits a Commercial Subcontracting Plan for this proposal, then the Offeror shall describe how SB participation on this contract will contribute to its overall Comprehensive or Commercial Subcontracting Plan goals. (Ref PWS 3.14)
- b. Small Business (SB) Subcontracting Plan. Large Business Offerors shall provide their Small Business Subcontracting Plan conforming to the requirements of FAR 19.7 and DFARS 219.7 as part of Annex B. The SB Subcontracting Plan of the successful Offeror(s) shall be reviewed and approved by the PCO prior to contract award. See FAR 19.702(a)(1) requirements, regarding failure of the apparent successful Offeror to negotiate and submit a SB Subcontracting Plan or submit a Comprehensive or Commercial SB Subcontracting Plan acceptable to the Contracting Officer. The successful Offeror's approved Subcontracting Plan will be incorporated into the resultant contract. (Ref PWS 3.14)

### 3.0 VOLUME 3 - PAST PERFORMANCE

**Note: This volume shall not contain any reference to the price aspects of the offer**

The following is a list of Section L Attachments that the Offeror shall utilize to provide information for this volume:

Attachment L-4	Past Performance Questionnaire (PPQ)
Attachment L-5	Past Performance Contract Data (PP-1)

For this volume, the Offeror shall identify all contracts, or those portions of a contract, whose performance is within five years of the proposal due date and contains efforts similar to those efforts (e.g., end product or service, type effort, contract tasks, contract type, contract dollar value, etc.), required by this solicitation for the Prime, principal subcontractors, and JV team members, identified in Table ES-1 (Offeror Summary). Offerors shall also identify contracts within the past five years that had any show-cause notices, cure notices, or termination for default.

Contract Performance Assessment Reporting System (CPARS) and Questionnaires will be the primary customer feedback data used to evaluate the Offeror's past performance. The Past Performance Information Reporting System (PPIRS) will be the primary paperless method used to retrieve the CPARS for this source selection. For all contracts identified that do not have a CPARS, the Offeror shall forward a copy of Attachment L-4 Past Performance Questionnaire to that contract's Procuring Contracting Office (PCO), Administrative Contracting Officer (ACO), and Program Manager (PM); or commercial contractor equivalents. Please forward all questionnaires within two weeks from this solicitation's release date to allow adequate time for the recipient to respond. Note that the Offeror should not reference this solicitation's number when distributing the past performance questionnaires to customers. The Offeror shall include instructions for the customers to send completed questionnaires within two weeks of its receipt via e-mail to Mr. Phillip Smith, PCO, at [phillip.smith@navy.mil](mailto:phillip.smith@navy.mil) and Ms. Lynn Kaniss, Contract Specialist, at [lynn.kaniss@navy.mil](mailto:lynn.kaniss@navy.mil). The Offeror shall ensure that all points of contact are current and include an email address and phone number. The Offeror shall not conduct follow-up actions with regard to this questionnaire, other than to confirm receipt by the recipient. The Government may contact customers identified by the Offeror to obtain follow-up Past Performance Information as needed.

Offerors are reminded that the Government reserves the right to use information to evaluate past performance obtained from sources other than those identified by the Offeror. The Government may send additional questionnaires and/or obtain information from sources identified by the Government evaluation team.

#### 3.1 Authorization Letter(s)

Within this section, the Offeror should submit a signed “Release of Adverse Past Performance Authorization Letter(s)” with written consent from each participating principal subcontractor, and JV team member, authorizing the release of adverse past performance information to the prime. This authorization letter allows the Government to coordinate past performance issue(s) with the Prime Offeror. For any subcontractors or JV team members that do not provide an authorization letter with such written consent, the Offeror shall state that adverse past performance issues shall be coordinated directly with the subcontractor and past performance contact information shall be provided. The point of contact information shall include a name, address, phone number, and email address for each subcontractor, or JV team member, with whom the Government may coordinate any issues and obtain responses as needed. Offerors are advised that if Offerors do not submit the Release of Adverse Past Performance Authorization Letters with written consent, then the Government will address any past performance issues directly with the subcontractor or JV team member, and the Offeror will forfeit the opportunity to participate in any related discussions.

### **3.2 Relevant Contract Data**

For each contract identified for past performance in Table ES-2 (Relevant Contract Summary) provided in Attachment L-1 (Executive Summary Tables), the Offeror shall complete Attachment L-5 Table PP-1 (Past Performance Contract Data), following the instructions provided within the attachment and submit it as Annex D. Please note that this form is a summary of the Prime’s, principal subcontractors’ and JV team members’ relevant contract data. All detailed information and comparative analysis of the past performance references to this solicitation’s requirements shall be provided in Volume 3, Section 3.3 (Evaluation), of the Offeror’s proposal. The contract references designated in Table ES-2 (Relevant Contract Summary) shall be used in completing this Volume and all contract references shall be numbered the same throughout all of the Offeror’s proposal volumes (i.e., the contracts identified as P1, S1, T1, etc.)

In general, recent performance will be considered more relevant than older performance. Commercial contracts may be included. If the Offeror is proposing as a JV, the Offeror should provide the relevant contracts for the JV as a whole, and for each team member of the JV.



Table PP-1 Past Performance Contract Data

1	Contractor Name	
2	Contract Reference	
3	Title of Contract	
4	Contract Number	
4a	Contract Type	
4b	Relevant Delivery/Task Order Numbers (if applicable)	
5	Subcontract Number/PO Number	
6	Procuring agency	
7	Description of product or service	
8	Period of Performance Start Date	
	Period of Performance End Date	
9	CAGE Code	
10	DUNS	
11	Dollar value of contract	
12	Acquisition Phase(s) of Contract	
13	Brief Work Description and/or Program Responsibility for this contract.	
	a. Scope	For each area below, explain how the referenced contract demonstrates relevance and list PWS/SOW references that document the relevant scope of the referenced contract submitted.
	Performed both Aircraft Flight Operations AND Aircraft Maintenance OCONUS AND CONUS	

	Performed Aircraft Organizational (site-level) maintenance	
	Managed or Performed Aircraft Depot Level Maintenance	
	Performed and Managed commercial derivative aircraft modifications	
	Offeror served as the Prime Contractor or JV Team Member	
	b. Magnitude	For each area below, explain how the referenced contract demonstrates relevance and list PWS/SOW references that document the relevant magnitude of the referenced contract submitted.
	Provide aircraft availability of $\geq 20$ aircraft per day (at a single site)	
	Performed work at multiple sites, where multiple sites is $\geq 12$ sites	
	c. Complexity	For each area below, explain how the referenced contract demonstrates relevance and list PWS/SOW references that document the relevant complexity of the referenced contract submitted.
	Provided Supply Chain Management for commercial derivative aircraft on a daily basis	
	Work was performed on Operational Support Aircraft able to accommodate a mix configuration of passenger and cargo	

14	Date of last completed CPARs	
15	Date past performance questionnaires were sent.	
16	Points of Contact who can validate performance on the contract referenced in Row 4 or specific delivery order or task order number referenced in Row 4b.	
17	Gov't PCO or Commercial Purchasing Agent	Name: Phone: Email:
18	Gov't ACO	Name: Phone: Email:
19	Gov't PM or Commercial PM	Name: Phone: Email:
20	Other:	Name: Title: Phone: Email:

### 3.3 Evaluation

**The burden of providing thorough and complete past performance and systemic improvement information remains with the Offeror.**

For each reference contract or order identified in Attachment L-5 Table PP-1 (Past Performance Contract Data), the Offeror shall provide contract data regarding relevancy, past performance information and demonstrated systemic improvement, as described below, organized by contract. As this information is presented in the proposal, demonstrate the relevancy of the Prime's, principal subcontractors', and JV team members' past performance with respect to this solicitation's requirements. For any contracts referenced where the Prime, principal subcontractors, and/or JV team members are aware of problems, the Offeror shall describe the issues in section 3.3.b (Past Performance Information). For each past performance problem identified, describe the status of the systemic improvement efforts in section 3.3.c (Demonstrated Systemic Improvement).

The reference contract(s) provided should be relative to the Prime's, principal subcontractor's, JV or JV team member's proposed role/responsibility identified in Table ES-1 (Offeror Summary) versus relative to the whole solicitation. For example, a subcontractor who is being proposed to perform only software has a past contract whose total work is software. Even though the software effort is only 10% of the hypothetical solicitation's effort, the previous contract relates to 100% of the subcontractor proposed effort for the hypothetical solicitation and therefore the reference contract would be considered Relevant.

- a. **Relevancy:** Offerors are required to explain what aspects of the reference contracts are deemed relevant to this solicitation's requirements. To demonstrate relevancy, Offerors should provide a comparative analysis to this solicitation's requirements. In Annex A, Offerors should provide one electronic copy of the Statement of Work/Performance Work Statements (SOW/PWS) from each of the referenced contracts identified in Table ES-2. Within the comparative analysis, Offerors should identify the relevant portions (sections, paragraphs and page numbers) of the referenced contract's SOW/PWS to clearly identify how past efforts performed are similar to this solicitation's requirements. Annex A should only be provided in electronic format and should not be provided in hard copy. In addition, the referenced sections only need to be identified, and the full text does not need to be broken out separately from the complete SOW/PWS.

(1) The Offeror is advised that the Government will assess each reference contract and will assign one of the following two relevancy ratings:

- i. **Relevant (R)** – Present/past performance effort involved similar scope and magnitude of effort and complexities this solicitation requires.

In order to be considered relevant, the reference contract must demonstrate performance related to at least two of the elements listed below and relate to the entity's proposed roles and responsibilities in Table ES-1:

- Performed both Aircraft Flight Operations AND Aircraft Maintenance OCONUS AND CONUS
- Provide aircraft availability of  $\geq 20$  aircraft per day (at a single site)
- Performed Aircraft Organizational (site-level) maintenance
- Managed or Performed Aircraft Depot Level Maintenance
- Provided Supply Chain Management for commercial derivative aircraft on a daily basis
- Performed and Managed commercial derivative aircraft modifications
- Offeror served as the Prime Contractor or JV Team Member
- Performed work at multiple sites, where multiple sites is  $\geq 12$  sites
- Performed work on Operational Support Aircraft able to accommodate a mix configuration of passenger and cargo

- ii. **Not Relevant (NR)** - Offerors are advised that contracts assessed as not relevant by the Government will not be considered in the Past Performance assessment. Contracts or the portion of those contracts submitted by the Offeror that meet any of the conditions below will be assessed as Not Relevant:

- Contracts from an entity that does not have a defined role and responsibility identified in Table ES-1 (Offeror Summary);
- Contracts from a different administrative place of performance (e.g., with different CAGE code/DUNS) than the entity proposed in Table ES-1 (Offeror Summary);
- Contracts that involve little to none of the scope, magnitude of effort and complexities required by this solicitation; or
- Contracts, or those portions of contracts, whose performance is older than 5 years from the proposal due date. (If only a portion of a contract is older than 5 years, then only that portion is not relevant for reasons of recency.)

- (2) Past performance of any entity with multiple CAGE codes/DUNS will be considered for the same administrative place of performance if each entity has distinct roles and responsibilities identified in Table ES-1 (Offeror Summary), or the current and previous CAGE codes were created as a result of a corporate acquisition, reorganization, merger, or other administrative reason and refer to the same division in the same physical location as the administrative place of performance in accordance with the proposed roles and responsibilities. However, all current CAGE Codes/DUNS must appear in Table ES-1 which indicates a commitment of work for those entities. To facilitate the relevancy determination, the Offeror shall provide an explanation of why multiple CAGE codes are proposed; identify all applicable CAGE codes along with their defined roles and responsibilities, and a description of all such changes in the organization of the company within Volume 1.0, Executive Summary if past performance for a previous CAGE code/DUNS is submitted. In addition, the Offeror shall provide a narrative within this section explaining how the changes impact the relevance of any past performance contracts provided.
- (3) The comparative analysis utilized to determine relevancy, should show how similar the past performance contract reference is to the requirements of this solicitation with regard to scope of effort (consider SOO/SOW/PWS tasks); magnitude of effort (consider dollar amount); and complexity (consider attributes of the work being performed such as type of effort, end product, frequency such as turn-around-time or delivery rate, number of sites, skills, processes, contract type, etc.)

- b. **Past Performance Information:** Provide a brief description of past performance in delivering quality products in each of the areas identified below. Include in these descriptions any information that demonstrates the level of performance obtained, where available, provide quantifiable measures/trends to demonstrate past and current performance. Also describe past problems, including when they occurred, what the circumstances were surrounding the situation, and what the consequences were as a result of the problem.
- (1) Technical Performance: meeting technical requirements (i.e., the quality of your technical performance, e.g., performing analysis, design, testing, etc.);
  - (2) Schedule Performance: meeting schedule requirements (i.e., schedule performance, e.g., on time or late delivery, modification of original schedules and reasons for any changes, etc.);
  - (3) Management Performance: managing the contracted effort (i.e., program management, e.g., cooperation with customer, subcontract management); and
  - (4) Small Business Utilization: The Large Business Offeror shall provide copies of the final or most recent SF 294s/Individual Subcontracting Reports (ISRs) for the three most relevant government contracts provided in the Past Performance section of its proposal. The Small Business Offeror may provide this information in a format substantially the same as the ISR. If the Offeror is a participant in the DoD Comprehensive Subcontracting Test Program, the Offeror shall provide copies of DCMA's most recent "Review of Contractor's Comprehensive Subcontracting Program" (DCMA Form 640), and three copies of the final or most recent SF 295s/Summary Subcontracting Reports (SSRs), and explain how the results shown in these documents demonstrate the realism of the Offeror's proposed SB Utilization Strategy. If applicable, note whether the contract met or exceeded Small Business (SB), Veteran-Owned Small Business (VOSB), Service-Disabled Veteran-Owned Small Business (SDVOSB), HUBZone Small Business (HUBZone), Small Disadvantaged Business (SDB), and Women-Owned Small Business (WOSB) small business utilization and subcontracting goals.
- c. **Demonstrated Systemic Improvement:** Identify systemic improvement actions taken to resolve any past problems identified in 3.3.b Past Performance Information. Provide the records of such results and indicate where they are documented, preferably in Government record systems. Describe the techniques, elements, and tools used to correct problems on the reference contract and, if applicable, how these techniques, elements, and tools may be used for the contract to be awarded as the result of this solicitation. Provide quantifiable evidence or metrics that substantiate or demonstrate claims of improvement and to demonstrate that the past problem will not occur on the contract to be awarded as the result of this solicitation. It is incumbent upon the Offeror to explain the relevance of the data provided and substantiate that improvements from past performance problems are being made. The Government does not assume the duty to search for data to cure the problems it finds in the information provided by the Offeror. Consideration for discounting problems may be given when those problems are addressed through demonstrated systemic improvement. Demonstrated Systemic Improvement may be indicated by information as it relates to preventing recurrence of past problems, including: identification of the root cause of a problem, a corrective action plan that systemically addresses the past problem, how and when the plan was implemented, documented timeframe to demonstrate when corrective action was implemented and became successful; and performance data, preferably through Government records, to show performance improvements.

#### 4.0 VOLUME 4 - PRICE PROPOSAL

The following guidelines and instructions are provided to assist the Offerors in preparing clear, concise, comprehensive and traceable proposals.

Below is a list of Section L Attachments that the Offeror shall utilize to provide information required for this volume:

Attachment L-6      Price Matrix  
Attachment L-7      Aircraft Modifications/Spares and Travel and Material

#### 4.1 Price Proposal Guidelines

- a) The Offeror shall provide a brief overview of the Ground Rules and Assumptions supporting the proposed price.
- b) As this is a competitive acquisition with adequate price competition anticipated, the price documentation requested is not considered certified cost or pricing data and shall not be certified in accordance with FAR 15.403-1. Should adequate price competition not exist after receipt of proposals, the PCO reserves the right to obtain certified cost or pricing data as necessary from both the Offeror and subcontractors, pursuant to FAR 15.403-4, and may conduct negotiations with the Offeror in order to ensure a reasonable price. Further, the Offeror may be required to provide a Certificate of Current Cost or Pricing Data prior to award, pursuant to FAR 15.406-2. The Offeror shall acknowledge the requirement to provide additional cost or pricing information and certify the data prior to award if/when requested by the PCO. By submitting a proposal, the Offeror grants an authorized Government representative the right to examine records that form the basis of the pricing proposal. This examination and review can take place at any time before the award.
- c) The cost of general purpose items required to conduct normal business operations will not be considered allowable in the performance of this contract. The following types of general purpose costs required to conduct normal business operations are not allowable as a direct cost: the cost and associated costs for telephones and telephone charges (except for project-related telephone charges for performance of this contract which, per contractor's DCAA-approved accounting system, may be directly reimbursed under communication expenses), modems, typewriters, reproduction machines, word processing equipment, personal computers, computer software, Internet access charges, facsimile machines, commercial carrier charges, pagers, and other general purpose office equipment and office supplies.
- d) The information required in these price instructions applies to both the Offeror and to any principal subcontractors required to meet the requirements of this solicitation, as defined in paragraph one (1) of the General Proposal Instructions. All JV team members and subcontractors proposed shall provide the same information that is required for the Prime contractor. The proposed JV team members and subcontractors shall submit its sealed price proposals under the Prime contractor. The Prime contractor must justify the reasonableness of each team member's and subcontractors' price, and provide a discussion of the basis of this reasonableness determination. Due to the proprietary nature of company rates, rate information may be presented separately for each entity. Each principal subcontractor that provides a separate volume shall follow the same format as described in these instructions.
- e) Any numerical data shall be in an MS Excel 2010 spreadsheet; and any narrative shall be in MS Word 2010 format. Files received in a format other than requested are unacceptable. Portable Document Format (PDF) is not acceptable, except when provided in addition to MS Excel and MS Word formats. Within all Excel spreadsheets, the Offeror shall use formulas and functions to the maximum extent possible and shall not use "value only" cells. If external links are utilized, supply those referenced files. Spreadsheets shall not be protected. The price proposal shall be unprotected and unlocked, with formulas intact to show mathematical operations.

#### 4.2 Directions for Submitting Price Information:

The Offeror shall complete Section B, which is found in Volume 5 of the Model Contract by filling in the unit price for CLINs 0001, 0X02 through 0X11, 0X13 through 0X21, and 0422. Price information shall be submitted in Then Year dollars (TY\$) based on the Government's Fiscal Year (1 October through 30 September). The Offeror shall use the "round" function in Excel and truncate all fractional dollars to two decimal places (e.g., \$47.24).

For evaluation purposes, the Offeror shall propose and populate all Section B Net Amount column cells by multiplying the Max or Estimated Quantity provided by the respective proposed Unit Price of each CLIN and SLIN for the entire five year ordering period. The Offeror shall provide this information by year in MS Excel format and also provide a summary level of the Price Proposal by Fiscal Year and CLIN in Attachment L-6, Price Matrix.

The proposed price of FFP CLINs (0X02, 0X03, and 0X08) shall be the Government estimated cost plus any Offeror burdens applied. Additionally, the Offeror shall insert the ceiling burden rates in the CLIN description for FFP CLINs (0X02, 0X03, and 0X08) in Section B. The Offeror shall not add any additional direct costs to the Government Estimated Cost provided in Section B. Fee or profit may be included for FFP CLINs 0X02 and 0X03 in Section B. Fee or profit shall not be included for FFP CLINs 0X08 in Section B. For FFP CLINs 0X02, 0X03, and 0X08 the Offeror shall complete Attachment L-7 Aircraft Modifications/Spares and Travel and Material.

The Offeror shall propose travel costs in accordance with the Department of Defense (DOD) Civilian Personnel Joint Travel Regulations, prescribed by the General Services Administration, and the Standardized Regulations (Government Civilians, Foreign Areas), as prescribed by the Department of State.

The Offeror shall use Collective Bargaining Agreements (CBAs), Section J Attachment 8; and Area Wage Determinations (AWDs), Section J Attachment 9, if applicable, in pricing the Price volume. The Offeror shall identify whether the labor rates proposed are CBAs and/or AWDs. The Selected Awardee will be required to perform in compliance with the Service Contract Act.

The Government will develop an evaluated price in accordance with the criteria specified in Section M.

## **5.0 VOLUME 5 – CONTRACT ADMINISTRATION**

- a. **Offeror Representatives and Information:** Provide the name, title, phone number and email address of the Offeror's principal point of contact for the solicitation. Also identify those individuals authorized to negotiate with the Government and contractually bind the Offeror. The Offeror shall provide its company/division's street address, county and facility code; Commercial and Government Entity (CAGE) code; Data Universal Numbering System (DUNS) code; size of business (large or small); and labor surplus area designation.
- b. **Government Agency Information:** Provide the mailing address, telephone, fax numbers, email address and facility codes for the Offeror's cognizant Contract Administration Office, Defense Contract Audit Agency (DCAA), and Government Paying Office. In addition, please provide the name, telephone number, fax number and email address for the Administrative Contracting Officer (ACO) at the Defense Contract Management Agency (DCMA).
- c. **Business System Compliances:** The Offeror shall indicate the most recent date which the Offeror's cognizant Defense Contract Management Agency/Defense Contract Administration Agency determined the adequacy of the Offeror's systems (including but not limited to Accounting, Estimating, and Purchasing). If the Offeror's systems' status is not adequate, list the date of the last adequacy determination and the current status of any systems reviews or ongoing audits.
- d. **Terms and Conditions:** This section must include a statement that all exceptions and deviations that the Offeror takes to the provisions of the RFP are identified in this section; or provide a statement that the Offeror has no exceptions or deviations from the RFP. An exception is where an Offeror states it will not comply with a requirement, usually involving contract terms and conditions. A deviation is where an Offeror states it will not comply with a requirement but proposes an alternative to meet the intent of the requirement, usually involving a specification or it is determined by the Government evaluation of the Offeror's proposal. An exception or deviation is considered a deficiency. If proposing an exception or deviation, the Offeror shall provide the following in this section: (a) a detailed description for each exception or deviation, (b) identification of the portion of the RFP affected, and (c) an indication as to why the applicable requirement as stated in the RFP is difficult to meet. The Government will review the information and may elect to clarify the requirement via an amendment or clarify the requirement by holding discussions.
- e. **The Model Contract:** Provide a separately bound hard-copy Model Contract and a digital version on a separate disk from the proposal volumes in both PDF and MS file formats. Ensure that the Model Contract includes:
  - (1) The original signed SF33 for the basic solicitation and each amendment (as applicable) (including sections B-K)
  - (2) Section B with proposed pricing;

- (3) Section F with delivery dates filled in;
- (4) Section H;
- (5) Section K: Signed Representations, Certifications, and Acknowledgements and/or Online Representations and Certifications Application (ORCA) reference; and
- (6) Small Business Subcontracting Plan

(End of Summary of Changes)